



**TOWN OF BELMONT
OFFICE OF COMMUNITY DEVELOPMENT**

Homer Municipal Building
19 Moore Street
Belmont, Massachusetts 02478

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DESIGN AND SITE PLAN REVIEW SUBMISSION REQUIREMENTS:

Applications for Design and Site Plan Review shall include the following information unless, prior to submittal, the Planning Board determined that certain materials are not germane to the decision being made, and authorized their omission. **13 COPIES** of this information must be submitted in order for the application to be considered complete.

1. The appropriate **Application** (if you are a tenant, a letter of consent from your landlord is required);
2. A **Statement** describing your proposal and its potential impacts on its abutters and the neighborhood, including, hours of operation, deliveries, trash pick-up, signage, numbers of employees, number of seats for restaurants, or places of public assembly, anticipated number and frequency of events, number of parking spaces, the square footage of the site and buildings, and potential impacts on open spaces;
3. **Neighborhood Letters or a Petition** of those who do not object to the proposed project (this can be submitted up until the public hearing);
4. A **Total Fee of \$500.00** - two checks:
 - a. One for **\$350** to the "Town of Belmont" to cover administrative expenses, and
 - b. The other for **\$150** to the "Town of Belmont" to pay for the legal advertisements.
 - c. An additional **\$50** is required if your property is within 300' of a surrounding town.
5. **Anything Else** that you feel is relevant to your application, i.e., pictures, menus, etc.

The following information is further required for projects involving new construction:

6. A **Certified Plot Plan** less than 6 months old;

7. A **Zoning Compliance Check List** completed and stamped by the surveyor who drafted the plot plan;
8. **Elevations and Interior Layout Plans** at a scale of 1/8" = 1' or other appropriate scale. All spaces within the proposal must be properly labeled and all dimensions must be clearly shown;
9. **Site Plans** at a scale of 1"=20' prepared and stamped by a professional engineer (P.E.) or a Registered Professional Land Surveyor (RPLS). (The Board may approve another scale or waive the PE/RPLS requirement in specific circumstances.)

The plans shall show the following:

- a. New buildings, additions, adjacent structures,
 - b. Streets, sidewalks and crosswalks,
 - c. Existing and proposed open spaces, including, existing and proposed walls, fences, outdoor lighting, street furniture, new paving and ground surface materials.
 - d. Points of vehicular and pedestrian access/egress;
 - e. All utilities, easements or service facilities, insofar as they relate to the project;
 - f. Proposed site grading, including existing and proposed grades at property lines.
10. The proposed **Method of Stormwater Removal** accompanied by calculations for a 20-year storm event. All efforts shall be made to meet the most current Department of Environmental Protection Stormwater Management Design Guidelines.

During the public hearing process, the Planning Board may also require the following prior to acting on the application:

1. An estimate of municipal revenues and costs expected to be generated by the project, including anticipated real estate valuation and public service needs;
2. A Development Impact Report pursuant to Section 7.5 of the Town of Belmont Zoning By-Laws;
3. An Order of Conditions from the Conservation Commission; and/or,
4. An Approval from the Board of Health.